

North Metro Community Services Board Minutes

For the meeting held on

January 24th, 2019

Dr. Ed Bertagnolli called the meeting to order at approximately 6:00 PM. He said he would entertain a motion to approve the minutes of the December 6, 2018 meeting, approve the agenda for the January meeting and excuse Matt Drumm, Paul Yantorno, and John Coates, all other members were present. Edie Wallace made the motion, which was seconded by Doug Shepherd and passed unanimously.

Finance Committee Report:

November 2018

Statement of Activities

In November 2018 a net loss of \$148,999 was recorded. The net loss for the month was \$49,000 less than the budgeted net loss for the month. Year to date net revenue through November 30, 2018 was \$514,608 and was \$135,000 ahead of the budgeted net revenue of \$379,547. The loss in the month of November was driven by the budgeted bonus payments to staff and host home providers. The bonus program was on budget with a total expense of \$250,000.

Despite the bonuses paid out, all program areas performed near or better than budget in the month. We continue to perform well in our residential area based on continued growth in our family care giver program. The residential department has done well because of the relationships the families have developed with our Supported Living department. Many times a family member is already employed to provide services in Supported Living which makes transition into residential as a Family Care Giver an easy change for families. Day program also did well versus budget in the month of November. We have multiple vacancies in our day program currently that contributes to salaries being under budget.

The Vocational department has performed well this year and we have earned net revenues of \$76,354 and are well ahead of budget for the year. The contract at Buckley has generated \$59,000 in net revenue on its own for the year. Resource Coordination and Early Intervention variances are related to a revenue move between the departments. The separation of these two departments has led to a number of journal entries which create monthly variances against budget.

Statement of Financial Position

Cash balance at the end of November is \$6,205,301 and is \$180,000 less than the prior month. The decrease in cash is reflective of the \$148,000 loss in the month of November. Current receivables decreased as we received catch up payments from the state for our Early Intervention program.

December 2018

A net loss of \$171,805 was recorded in the month of December 2018. The loss for the month is \$36,000 more than the budgeted loss for the month. Year to date net revenue is \$342,808 and is still \$99,000

ahead of budget for the year. The closure for Christmas Eve, Christmas Day, and New Year's Eve impacted revenues significantly in Day Program, RC, and Early Intervention. Revenues were further impacted by low attendance in day program as many people took the entire week of Christmas off.

Despite the low revenue for the month we would have still performed near budget for the month if not for additional expenses. In December we had expenses to replace the roofs at both Unity and James house that totaled \$23,000. We are still awaiting insurance reimbursements from Hanover Insurance. There was also an additional \$4,800 in concrete work done in front of the building. In addition to the concrete work, modifications were done to reduce the size of one of the islands and to move a light pole. These changes should allow for better access to the building and reduce congestion in the front of our building during transportation. Staff is finalizing plans to have the parking lot restriped.

We experienced above budget losses in Resource Coordination in the month of December. The additional salaries that we have added in Resource Coordination were not offset by additional revenues because of the fewer work days.

Statement of Financial Position

Our cash in bank balance \$5,783,206 as of December 31, 2018. In addition to the cash we are holding certificates of deposit of an additional \$3,035,830. Cash balances have reduced by \$422,094 since the end of November. Our current receivable increased \$182,000. Medicaid receivables were down \$138,291 but were offset by increases in our State receivable of \$172,166 and Vocation receivable of \$145,408. The balance sheet reflects three months of receivable from both the State and Vocational contracts. Liabilities balance reflects very little change in the month.

Capital Budget Update

Total payments of \$70,772 have been made for modifications on our six new vans. We hope to take delivery of the completed vans no later than early February. Recently we had two of our vehicles involved in accidents. Fortunately, there were no injuries to staff or people receiving services. The vans however were not as fortunate and both the 2009 Dodge Caravan and the 2015 Ford Transit were a total loss. We would like to replace these two vehicles with new vehicles. The estimated cost for replacement would be approximately \$57,000. Staff would like to receive approval from the entire board of directors for the gap between replacement cost and insurance proceeds.

Dr. Taylor made the motion to accept the Finance Committee report, which was seconded by Edie Wallace and passed unanimously.

Executive Directors Report:

Legislative Developments

Legislation is currently focused on EI funding. The Department of Human Services was asking for \$1.7 million in supplemental funding and the Joint Budget Committee approved 3.2 million.

Resource Coordination is making changes in intake and eligibility. They are putting more focus on outreach, follow up, and tracking. They are trying to ensure the no one who needs services is falling through the cracks.

Results are in from the employee survey that was sent out. 60% of the staff completed the survey and overall the feedback was positive. The one issue that came up multiple times is the heavy workload cause by the vacancies in staff. We're working on that by offering hiring bonuses.

Awareness Day is February 27th at noon.

New Business

Conflict of Interest and Fraud Waste and Abuse forms

Director's Report

Ryan Grygiel, the director of Residential came to give the board of directors an update on his department. We successfully closed the Adams House group home on March 31st and placed every resident into host homes. George was then able to promptly sell the group home before even needing to list it on the market.

In September we closed Unity House Group, which was licensed for up to 6 people but typically served 5. In similar fashion to other group home closures over the past 3 years, we were able to successfully please each gal into host homes and each is doing very well. We now just have 1 Group Home (Clayton House) providing services to 6 men with a handful of medically fragile issues. At this time, it would appear there will be a long term need to keep it open in order to provide the around-the-clock care and oversight their needs require.

In total, we have three staffed facilities: Clayton House, Greenbriar and Webster Apartments. This is quite the evolution from 10 years ago when we had 5 Licensed Group Homes and 5 PCA homes (3 people or less) with no apartment settings aside from a handful of people living mostly independently with minimal staff support.

We have 78 host home settings and the 125 people that live in said homes. In addition to those people living in host homes, we have 70 others (44 FCG, 20 Apartments, and 6 Clayton) living in the community bringing our total people served to 195. We have approximately 10 others waiting to be enrolled over the next month or so. Residential Services has a total of 10 Program Managers.

One new significant change is that the Nurses have formed their own Nursing Department representing the entire agency not just Residential. This is more in alignment with what other larger agencies do and it allows them to oversee Residential and Day program within their own team of nurses which should enhance communication and oversight.

Public Comment

There were no audience members present at the meeting.

Adjournment

Edie Wallace made a motion to adjourn the meeting which was seconded by Pauline Burton and passed unanimously.

*The next Board Meeting will be held February 28th, 2019